

Phoenix HRMS “Partial Pay” Status Issues

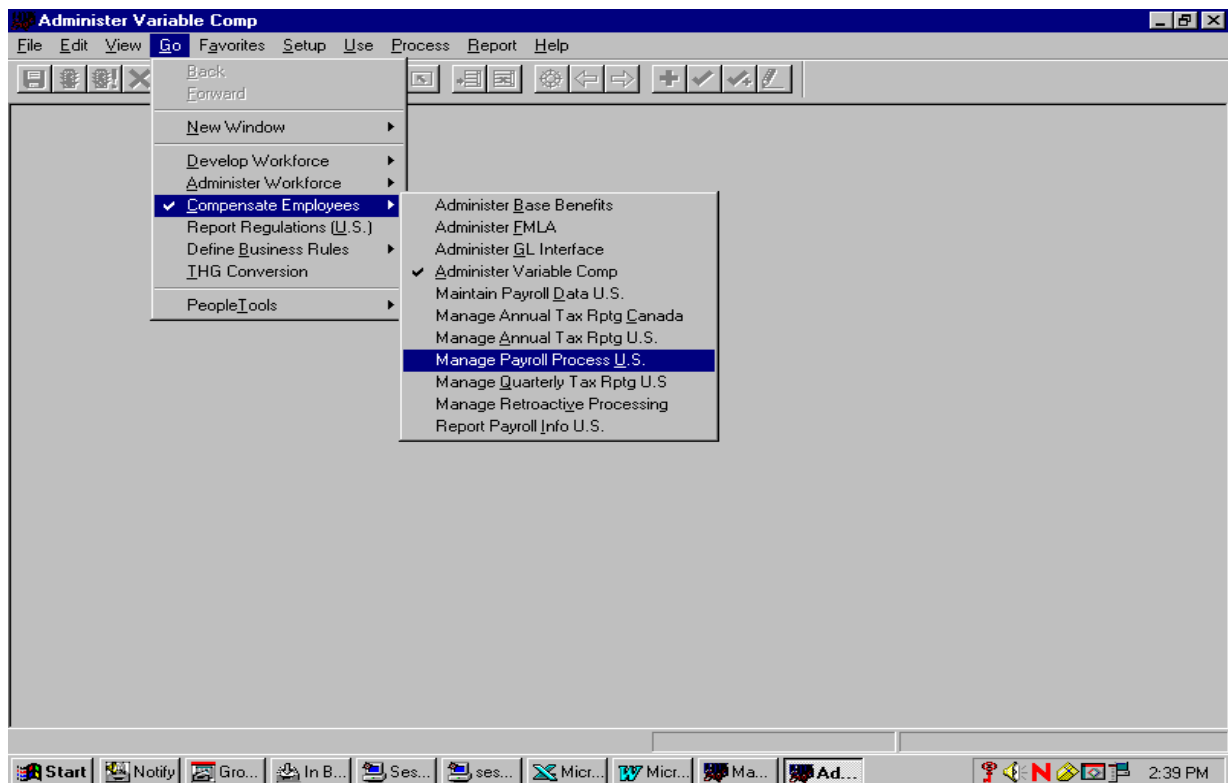
Employees in salaried pay groups with one of the following actions in the pay period are considered to be in “Partial Pay” status.

- 1 – Employee is hired with an effective date after the first day of the pay period.
- 2 – Employee is terminated with an effective date before the last day of the pay period.
- 3 – Employee has a personnel action such as promotion, transfer, job pay change, etc. with an effective date other than the first day of the pay period.

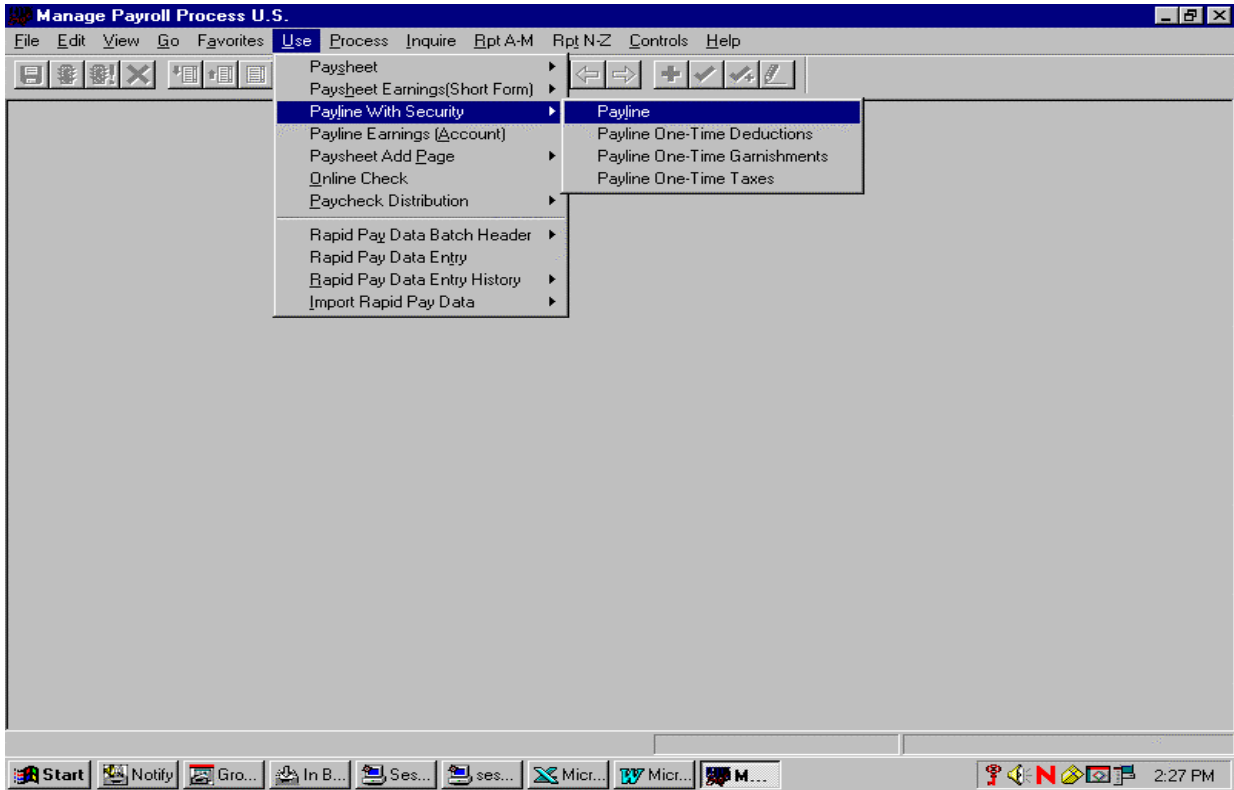
The “OK to Pay” indicator for employees in this “Partial Pay” status will be set to “NOT PAY” (i.e. the box will not be checked). This happens because the “Confirmation Required for Partial Pay” indicator on the Pay Group Panel is set to prevent the automatic setting of the “OK to Pay” check box for employees in “Partial Pay” status. The decision to set the “Confirmation Required for Partial Pay” indicator this way is because many employees have non-standard work schedules and the proration methodology that PeopleSoft uses may not accurately calculate the regular salary of employees in this situation. Therefore, the employee’s regular salary must be verified and corrected, if necessary; and the “OK to Pay” check box must be manually checked "on" in order for these employees to be processed.

Use the following instructions to check for employees in “Partial Pay” status on a daily basis after pay sheets have been created for the pay period

Go, Compensate Employees, Manage Payroll Process US:



Use Payline with Security, Payline



When the search box appears, key in Company, Pay Group and then click the Partial Pay Period check box. The check box has 3 options: blank – not partial pay, black check – only partial pay, gray check – both partial pay and not partial pay. Be sure to put a black check in the check box and then click OK.

Update/Display -- Payline With Security

Company: 484

Pay Group: SS1

Pay Period End Date: [dropdown]

Off Cycle ? : ☒

Page #: [dropdown]

Line #: [text box]

EmplID: [text box]

Job Pay Data Change: [dropdown]

Partial Pay Period: ☒

Name: [text box]

Buttons: OK, Cancel, Use Query, New Query

Notice the “Y” in column Part Py Pd. Employees with a “Y” must be verified and turned “OK to Pay”.

List

Co	Pay Group	End Date	Off Cycle	Page	Line #	ID	Chg	Part Py Pd	Name
484	SS1	1999-07-15	N	32	7	00624778	No	Y	Bailey, T.
484	SS1	1999-07-15	N	33	4	00360739	No	Y	Baker, II
484	SS1	1999-07-15	N	38	7	00232538	No	Y	Barfield,
484	SS1	1999-07-15	N	58	5	00666132	Yes	Y	Beverly,
484	SS1	1999-07-15	N	64	1	00347998	No	Y	Blackw,
484	SS1	1999-07-15	N	82	5	00629112	Yes	Y	Brantley,
484	SS1	1999-07-15	N	121	5	00362201	No	Y	Campbe,
484	SS1	1999-07-15	N	123	6	00666139	No	Y	Canty, C
484	SS1	1999-07-15	N	135	2	00675181	Yes	Y	Castelli, I
484	SS1	1999-07-15	N	154	3	00282151	No	Y	Cogan, J
484	SS1	1999-07-15	N	155	3	00352148	No	Y	Colbert, I
484	SS1	1999-07-15	N	180	2	00354186	No	Y	Crescer,
484	SS1	1999-07-15	N	184	7	00337460	No	Y	Crossley,

Buttons: Select, Detail, Cancel

Once you select an employee, notice that the “OK to Pay” check box is not checked. The agency representative must check the “OK to Pay” box in order for the employee to be calculated and issued a check. Also notice that the partial Reg Salary has been updated based on the Earnings Begin Date (07/01/99) and End Date (07/06/99) on the payline and is grayed out. In order to access and correct the salary amount (if necessary) the “Job Pay” check box must be unchecked. Once it is unchecked, the Job Pay check box will be removed from the panel and all grayed out fields will be available for input.

Manage Payroll Process U.S. - Use - Payline With Security

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Payline Payline One-Time Deductions Payline One-Time Garnishments Payline One-Time Taxes

Company: 484 Pay Group: SS1 Pay End Date: 07/15/1999 Page: 32

Line # ID 7 00624778 Empl Rcd# 1 Ben Rcd# 1 Name Bailey, Terrance J. ☐ Manual Check

Partial Period

☐ OK to Pay Reg Hrs In OT Hrs Hrly. Rate 5.255769 Reg Salary 165.64

☒ Job Pay ☐ Disable Direct Deposit ☐ Gross-Up

Shift Account Code N/A Department 4841504000 Job Code A1065 Position 00136311 GL PayType GA FICA Locality E TL Rcds

Earnings Begin/End Dates 07/01/1999 07/06/1999

Tax Prds Cur: 1 Annlt: Other Earnings Cd Seq Hours Amount

Pay Frequency: Semimnthly

Tax Method: Annualized

Payline Update/Display

Reminder: The next day, this employee’s calculated amount must be reviewed using Inquire, Paycheck Data, Paycheck Earnings to verify that the net pay has been correctly calculated.